



## **JOB ANNOUNCEMENT**

**FINANCIAL ANALYST, BX15  
CHICAGO DEPARTMENT OF AVIATION  
Finance Division**

**Number of Positions: 1**

**(Additional vacancies possible pending budget approval)**

**Starting Salary: \$69,684.00**

**Applications for this position will be accepted until 11:59pm CDT on November 13, 2025.**

### **ESSENTIAL DUTIES**

- Use databases/systems such as SAP Business Object to generate data for report analysis.
- Generate reports, charts, or tables for the managers through timely and accurate analysis.
- Utilize MS Excel and MS Access to clean, organize, and convert raw data into the desired format to provide logical insights for decision-makers
- Conduct biweekly Laborers and General Laborer work hour analysis to determine correct rate of pay
- Audits financial documents to ensure accurate and precise entries, appropriately allocated to accounts, and comply with the corresponding guidelines.
- Prepare, collect, and document monthly PER34 salary increase statement
- Must have good communication, organizational, and interpersonal skills.
- Experience extracting, compiling, analyzing and preparing information to internal and external audiences.
- Experience supporting reviews of financial systems and data, including preparing written documentation of results.
- Experience using office software applications, charts, graphics and electronic mail to research, create and communicate. (ie. Microsoft Office, Access, Excel and Word).
- Other duties and assignments as needed.

*Additional duties may be required for this position.*

**Location:** O'Hare International Airport  
8420 West Bryn Mawr

**Days:** Monday - Friday

**Hours:** 8:30 a.m. – 4:30 p.m.

**THIS POSITION IS IN THE CAREER SERVICE**

### **Qualifications**

**MINIMUM QUALIFICATIONS:** Graduation from an accredited college or university with a Bachelor's degree in Finance, Accounting, or a directly related field, plus one year of work experience in the analysis of financial records.

**A valid State of Illinois driver's license is required.**

**The candidate(s) selected for hire must pass an airport background check and a Security Threat Assessment (STA).**

**SELECTION REQUIREMENTS:** This position requires an applicant to successfully complete an interview which will include an assessment. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

**For Information on our employees benefits please visit our benefits website at:**

<https://www.chicago.gov/city/en/depts/fin/benefits-office.html>

**For Information on our salary and title structure visit our classifications website at:**

[https://www.chicago.gov/content/dam/city/depts/dhr/supp\\_info/JobClassification/2025 Classification on and Pay Plan.pdf](https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2025_Classification_and_Pay_Plan.pdf)

**APPLICATION EVALUATION:** Initial evaluation will be based on information provided on the application and the documents submitted. The Department of Human Resource staff will review applications after the final posting date. Staff will follow all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

**COMMITMENT TO DIVERSITY:** To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference for applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices [click here.](#)

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**The City of Chicago is an Equal Employment Opportunity, Military Friendly, and Fair Chance Employer.**

**City of Chicago  
Brandon Johnson, Mayor**

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

**[Job Search - Basic Search - Taleo](#)**

**FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA**

1. Visit [flychicago.com/jobs](http://flychicago.com/jobs) or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Financial Analyst – O'Hare**

**Financial Analyst (O'Hare)**

**\$69,684.00**

**Job #409030**

**10/30/25 - 11/13/25**

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. A job posting will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)